

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

2. MAJOR SUBDIVISION
OFFICE OF PUBLIC AFFAIRS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Sally E. Crocker

5. TEL. EXT.
634-6983

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED AUG 27 1975	JOB NO. NC - 403-76-2
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date	Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8/19/75 (Date) Martin O. Alexander (Signature of Agency Representative) Chief, Management and Organization Division (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>proposed disposition schedules</p> <p>INFORMATIONAL RELEASES. Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, graphic progress presentations, etc., and indexes thereto.</p> <p>Disposition:</p> <p>1-1 DISPOSAL NOT AUTHORIZED BY THIS SCHEDULE.</p> <p>Retain in agency files for four (4) years. Transfer to Federal Records Center for permanent retention.</p>		
2.	<p>SUBJECT FILES. Subject files of the Office of Public Affairs, including correspondence with the public concerning policy and direction of EEOC and other materials not covered elsewhere in this schedule.</p> <p>Disposition:</p> <p>2-1 DISPOSAL NOT AUTHORIZED BY THIS SCHEDULE.</p> <p>Retain in Agency file for two (2)</p>		<u>3 items</u>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	years and then retire to Federal Records Center for permanent retention.		
3	AUDIO-VISUAL SUPPLIES. One copy of records, tape recordings, visual tape recordings, and related materials. Disposition: 3-1 Retain in agency files for twenty (20) years, then destroy.		